

CORRECTIONAL LIBRARIES ADULT SERVICES ASSISTANT

(Range 113)

DEFINITION

Performs a variety of paraprofessional library work in support of the correctional facility library.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Correctional Libraries Department Head.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Provides reference, including assistance with legal reference materials, and periodicals services to inmates by searching print and non print reference and legal resources, and automated library systems to locate requested information or materials.
2. Assists inmates in the selection and location of library materials using Library of Congress Classifications.
3. Checks in new materials, weeds assigned portions of collection, and provides bibliographic maintenance on collection.
4. Maintains knowledge of collection, and remains aware of district-wide resources for support.
5. Ensures continuing physical maintenance and proper location of books, periodicals, and other library materials relevant to the Correctional Library.
6. Performs routine shelf checks to ensure continuing physical maintenance and proper location of books, periodicals, and other library materials.
7. Reviews forms inmates complete and present for copies or reference assistance.
8. Updates legal manuals with new materials, and files all updates and supplements.
9. Maintains compliance with Library District, Correctional Library, and Correctional Facility policies and procedures and explains policies and procedures to inmates and staff.
10. Interacts extensively in person with inmates, and over the telephone with district-wide staff and management and correctional facility staff.
11. Provides information about district-wide activities, facilities, and services.
12. Utilizes personal computers, automated library systems, the Internet, and on-line tools and resources.
13. Operates library and office equipment including, but not limited to: copy machine, adding machine, telephone, and facsimile machine.

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14. Attends miscellaneous meetings and training sessions at meeting sites throughout the district.
15. Maintains a safe environment for both staff and patrons.
16. Maintains and files records and reports appropriate to the Correctional Library Department.
17. Orders and processes acquisitions of various materials appropriate to a department, i.e., office supplies, books, and periodicals.
18. Exercises limited decision-making skills.
19. Performs basic maintenance or repair on library equipment.

Marginal Functions:

1. Participates in committee work when needed.
2. Assists in other departments as needed.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic public library principles, practices, and techniques.
2. Current literature, trends, and developments especially those pertaining to correctional libraries.
3. Library of Congress Classification System, West Law, Nevada Revised Statutes, and other legal reference filing systems.
4. Basic research techniques.
5. The sources and availability of current information.
6. Automated library systems, on-line tools and resources, and the Internet.
7. Library District, Correctional Library Department, and Correctional Facility policies and procedures.
8. Library District terminology and functions.
9. Legal terminology.
10. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Work in a detention facility or "lock-down" environment.

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2. Work in a high stress environment.
3. Serve inmates with patience, tact, and courtesy.
4. Establish and maintain effective working relationships with those contacted during the course of work.
5. Work both independently and as part of a team.
6. Exercise good judgment and make sound decisions.
7. Work independently in supervisor's absence.
8. Understand and follow oral and written instructions.
9. Work quickly and accurately in order to meet established deadlines.
10. Type at a speed necessary to perform essential functions.
11. Apply Library District and Correctional Facility policies and procedures.
12. Accept and manage change and maintain flexibility.
13. Communicate clearly and concisely, both orally and in writing.
14. Maintain the mental capacity for effective interaction and communication with others.
15. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
16. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of automated library systems.

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3. Use of library and general office equipment.

QUALIFICATIONS

Training and Experience:

Bachelor's Degree required; computer experience required; and library or public contact experience required.

Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for frequent standing and walking, frequent lifting and carrying objects of moderate weight (12 - 20 pounds) and occasional heavy weight (30 - 50 pounds); pushing loaded, wheeled book carts of very heavy weight from one building to another; frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with frequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Incumbents must successfully pass a background investigation conducted by the Las Vegas Metropolitan Police Department.

Incumbents must maintain compliance with Correctional Facility policies and procedures as a condition of continued employment.

DEVELOPED: APRIL 28, 2000

REVISED: MAY 22, 2003